DAFR4560	ACTIVE PROPERTY BY CLASS CODE, AGENCY SUFFIX, LOCATION, RESPONSIBLE NAME

Category:	Inventory; Financial	**Purpose:** ▪ Inventory report with design flexibility for identifying assets by class code and it includes acquisition amount. ▪ Descriptive information of asset condition, location, and ownership. ▪ Reports for active assets only.
Type:	Requestable	**Totals by:** Subtotals by requested page breaks. Totals agency active property records.
Design:	Flexible	
Data Source:	Property file; descriptor tables	

Period Options:

Current Month **(CM)**	Prior Month **(PM)**	Current Period **(CP)**	Prior period **(PP)**	Prior year **(PY)**

Note: This is a required field; all indicators will produce the same report.

Frequency Options:

One-time	Daily	Weekly	Monthly	Period	Quarterly	Yearly

Report Generate Date:	Format: (MMDDYY)	*Note:* FAS has a processing schedule. The generate date must match a processing date for the report to generate.

DESIGN OPTIONS

REPORT LEVEL – PAGE BREAKS:

AGENCY SUFFIX	LOCATION	RESPONSIBLE NAME	CLASS CODE
0 No agency suffix **1** Agency suffix	**0** No location **1** Location 1 **2** Location 1 & 2	**0** No names **1** Last name **2** Last and first name	**0** No class code **1** Class code **2** Class code & suffix

Note: This report cannot be ordered by Responsible Last Name without also requesting it by Class Code. Additionally, to report Responsible First Name you must also request Class Code Suffix.

FILTERS – REDUCE THE REPORT SIZE:

Special Selection 1 (SS1)

Class code [ ][ ][ ][ ]
4- digits, or A L L

Special Selection 2 (SS2)

Class code [ ][ ][ ][ ]
4- digits, or A L L

Input required! If no filtering is requested, enter A L L in SS1 and SS2

How to request a range of class codes:
  Use SS1 and SS2 together to indicate a class code range.
  SS1 is the **from** class code; SS2 is the **to** class code.
  The report will include records starting with the 4-digits entered in SS1 and will include records between and including the 4-digit class code in SS2.

How to request only one class code:
  Enter the requested class code in both SS1 and SS2.

Agency Suffix Range (ASX)

A S X [ ][ ][ ][ ]
Input optional

Note:	In the list below, one blank space is represented by *b*.
b b b b	Only records with ASX of space (_) included.
b b x x	ASX range starting with space, space and includes through xx.
x x *b b*	ASX of xx only.
x x y y	ASX range starting with xx and includes through yy.
A L L	All agency suffixes (ASX).

STATIC ELEMENTS IN THE REPORT	
▪ Property number	▪ Component number
▪ Description	▪ Serial number
▪ Manufacturer	▪ Model year
▪ License number	▪ Quantity
▪ Acquisition Date	▪ Comments
▪ In-service date	▪ Status
▪ Ownership	▪ Condition
▪ Acquisition Amount	

SEE   DAFR4560   FOR AN EXAMPLE OF THIS REPORT

Making a report request

To make a report request you may:

<div align="center">

☎   ACCOUNTING HELPLINE
(208) 332-8827

E-MAIL   *DSAHELPLINE@SCO.STATE.ID.US*

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The information required making a report request include:

Report Request Options

⇨ Report number
⇨ Reporting period
⇨ Request frequency
⇨ Report levels
⇨ Filters

Report Distribution Options

Who the report goes to:
- ▪ Agency name
- ▪ Agency contact
- ▪ Special instructions

Where the report will print or be viewed?

How many copies?